



## **TRAFFIC ENFORCEMENT AIDE**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To enforce City parking regulations in an assigned area; to enforce City traffic and State regulations through operation of the Photo Enforcement and DUI enforcement vehicles; and to provide general information and assistance to the public.

### **Supervision Received and Exercised:**

Receives general supervision from a Police Sergeant or from other supervisory or management staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Patrol assigned area on foot or in a vehicle to enforce parking and related traffic ordinances; mark tires of parked vehicles; issue non-moving traffic citations for violations observed; apply and remove vehicle immobilization devices; arrange for vehicle towing.
- Deploy and operate the Department's Photo Enforcement and DUI enforcement vehicles.
- Assist the general public; provide directions and respond to questions and inquiries; relay on-site requests for assistance.
- Report hazardous vehicles, expired registrations, suspicious incidents and individuals, traffic accidents and other occurrences to Department staff.
- Maintain daily supplies for patrolling assigned area; inspect assigned vehicle for needed maintenance.
- Maintain a variety of accurate records related to citations and vehicle impounds; prepare related daily and monthly reports.

*Effective November 1988*

*Reviewed November 1995*

*Revised March 2001*

*Revised April 2005 (addition of DUI enforcement vehicle responsibility)*

## CITY OF TEMPE

### Traffic Enforcement Aide (continued)

- Appear in court to present evidence and testify against individuals charged with parking and photo enforcement violations.
- Prepare daily activity log and related police reports.
- Perform traffic control duties when necessary.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Some general work experience involving law enforcement and public contact is desirable.

#### **Training:**

Equivalent to completion of the twelfth grade. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

#### **Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 3480**

**Salary Range: 10**

**FLSA: Non-Exempt**